



CITY OF WESTMINSTER

FINANCE DEPARTMENT
8200 Westminster Boulevard
Westminster, CA 92683
(714) 898-3311

TRANSIENT OCCUPANCY TAX RETURN WESTMINSTER MUNICIPAL CODE CHAPTER 5.14

- FILL IN COMPLETELY, Be sure this form is filled in completely and correctly.
- REMITTANCE, Avoid penalty, be sure proper remittance is enclosed. **Make checks payable to City of Westminster.**
- CHECKS, DRAFTS, POSTAL NOTES AND MONEY ORDERS do not constitute payment until cleared. The City of Westminster assumes no responsibility for loss in transit.
- PENALTIES FOR DELINQUENCY, Return is due on the last day of each month and is delinquent after 15 days from close of period. Penalty is 10% of the amount of the tax and interest at 1 1/2 % per month for each month of delinquency thereafter.
- IF BUSINESS IS DISPOSES OF OR SUSPENDED closing return must be filed immediately at the City of Westminster Finance

TAX COMPUTATION

For the Month of _____

- GROSS RENTAL RECEIPTS:** Receipts for the occupancy of all rooms \$ _____
- ADJUSTMENTS:** Exemptions and amendments _____
- TAXABLE RENTS:** Line 1 minus Line 2 _____
- TAX PAYABLE:** Line 3 times 8% _____
- PENALTY FOR LATE PAYMENT (IF APPLICABLE):** 10% of tax payable _____
- INTEREST:** 1 1/2% per month for each month of delinquency _____
- TOTAL TRANSIENT TAX DUE:** Line 4 plus Lines 5 and 6 \$ _____

I CERTIFY UNDER PENALTY OF PERJURY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE STATEMENTS HEREIN ARE TRUE AND CORRECT.

PREPARED BY _____
(Name)

(Signature)

(Date)

(Phone Number)

HOTEL NAME _____

ADDRESS _____